### COMMISSION ON TEACHER CREDENTIALING

SA MENTO, CA 95814 (916) 445-0184



May 25, 1984

83-8437

TO:

Deans and Directors of Credential Programs

FROM:

John F. Brown Executive Secretary

BY:

Anthony J. Salamanca, Consultant, Programs

SUBJECT: Revision of Internship Manual

This is to inform you of a change in the Internship Manual. At the May Commission meeting the Internship Manual was amended. The following guidelines have been changed: Category A.2.0 Community Resources, 2.1 Internship Programs Council (IPC) and 2.2 Community Advisory Committee. The new requirements supersede the requirements in the present Manual for Developing, Evaluating and Approving Professional Preparation Programs for Internship-1980. Insert the attached pages into your Internship Manual. Beginning this summer, all new Internship programs in order to gain approval must comply with the new requirements. All Internship programs to be Monitored and Evaluated must also comply with the new requirements beginning summer 1985.

If there are any questions please contact Anthony Salamanca, Consultant, Programs Unit at (916) 445-4438.

Thank you for your continued interest and support in the work of the Commission.

Attachments

# Credential Program Requirements Internship Manual

#### Amendments

## Category A

### 2.0 Community Resources

- 2.1 Programs submitted for approval shall be reviewed and approved by the entire Internship Programs Council (IPC). Each constituency shall operate with <u>parity</u> and as <u>co-equals</u> in all decisions regarding the development, approval, implementation and evaluation of each internship program. In order for an LEA to be eligible to participate in the approved internship program both the LEA Administration and the Certified Exclusive Representative of that LEA must approve the credential preparation program. The IPC shall be composed of representatives from three constituencies:
  - I. The Institution of Higher Education,
  - II. Local Education Agency/School District (each participating LEA shall have representation), and
  - III. Non-management Certificated Employees: Certified Exclusive Representative (each participating LEA shall have representation).

The IPC shall have minority and female representation consistent with the affirmative action policy of the sponsoring institution of higher education.

## INTERNSHIP PROGRAMS COUNCIL

<u>Name</u>	Employer	Employer's Address	Represents
	<u> </u>		

### Category A.2.1 (continued)

# Credential Program Requirements Internship Manual

#### Amendments

- Faculty from the institution, selected by the chief administrative officer or his/her designee.
- School district administration (LEA), selected by the local superintendent of schools or his/her designee. Each school district hosting an intern shall be represented directly or be represented through an elected delegate.
- Non-management certificated employees: Certificated employees of each school district hosting an intern shall elect a representative through their Certified Exclusive Representative. Each school district hosting an intern shall be represented directly or be represented through an elected delegate.

		Compliance			
	· · · · · · · · · · · · · · · · · · ·	es No			
2.2	There shall be an Advisory Committee to the IPC consisting of community persons who are lay non-educators and interns.				
	appropriate comm	IPC shall seek recommendat nunity organizations for na serve on the Advisory Com	mes of lay		
	shall invite the	the program is implemented interns to select from the present their interests on	eir ranks		
		Compliance			
		Yes No			
	<u>Name</u>	Address	Community/ <u>Intern</u>		
-			,		